

**IMPORTANT DATES FOR
MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) &
RACINE PARENTAL CHOICE PROGRAM (RPCP) &
WISCONSIN PARENTAL CHOICE PROGRAM (WPCP) SCHOOLS
SEPTEMBER 2015 TO JUNE 2016**

Please note that the information provided in this document is subject to statutory and administrative rule change.

September 1, 2015

- Continuing schools must submit to DPI their FIR for the 2014-15 school year and their January 2015 enrollment audit.
- MPCP and RPCP schools must submit, using the on-line application system, copies of choice applications accepted during the August open application period. Any eligible applications submitted after September 1st for pupils enrolled on the 3rd Friday of September will not generate a state aid payment until November.
- All schools submit, using the on-line application system, the September 1 enrollment report to the DPI to generate a September state aid payment for those pupils.

September 18, 2015

- Schools take the 3rd Friday in September count of choice pupils enrolled in their school and start preparing, using the on-line application system, the 3rd Friday count report.

Week of September 28, 2015

- DPI processes the September state aid payments to eligible schools by direct deposit, based on each school's eligible applications and corresponding class list submitted to DPI by September 1, 2015.

October 1, 2015

- The completed on-line application system 3rd Friday in September membership report, corresponding class list by grade level and last name, and any applications for those enrolled choice pupils not submitted by September 1st must be completed in the on-line application system. For WPCP schools, the 3rd Friday in September membership report will also include verification of the address for any incoming Choice pupils. If any incoming Choice pupils have moved, WPCP schools must have received residency documentation with the new address on it by this date.
- Schools that offered summer school in the summer of 2015 must submit the summer school program report to DPI by this date in order to receive state funding.

October 15, 2015

- The continuing eligibility report form, indicating the criteria to be used in meeting one or more of the four standards for continuing eligibility the school will meet in the 2015-16 school year, is due at DPI. This report is submitted by using the on-line application system.

October 15, 2015—*continued*

- Schools must submit the dates of their two required meetings at which members of the governing body of the school will be present and at which all pupils and the parents or guardians of all pupils applying to attend the school or attending the school may meet and communicate with board members. At least 30 days before the scheduled meeting date, schools must notify, in writing, each pupil or the parent or guardian of a minor pupil applying to attend or attending the school of the meeting date, time and place.
- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report, using a link emailed to each school from the DPI Data Management and Reporting Team.
- RPCP and WPCP only: Teacher waiver updates are due from teachers who were granted a five year waiver from the requirement to have a bachelor's degree from an accredited institution.

November 1, 2015

- New schools to the private school choice programs must submit their revised budget and cash flow form to the DPI.

Week of November 23, 2015

- DPI processes the November state aid payments to schools based on each school's 3rd Friday in September membership report. Exact date of direct deposit yet to be determined.

December 15, 2015

- Deadline for all participating schools to submit the 3rd Friday in September enrollment audit and the fiscal and internal control practices report.

By December 2015

- DPI publishes the following for the 2016-17 school year: (1) the Notice of School's Intent to Participate, (2) student rights letter, (3) auditor fee form, and (4) a suggested random selection agreement.

December 31, 2015

- Deadline for schools **new** to the program in the 2015-16 school year to apply for accreditation if not already accredited by an accrediting entity.
- Deadline for schools that participated in the program in the 2012-13 school year to achieve accreditation.
- Deadline for schools that were accredited or approved for PAVE scholarships for the 2005-06 school year to achieve full accreditation from an accrediting entity.

January 8, 2016

- Schools take the 2nd Friday in January count of choice pupils enrolled in their school and prepare using the on-line application system a corresponding class list of choice pupils by last name within each grade level.

January 10, 2016

- Deadline for DPI to receive the 2016-17 Notice of School's Intent to Participate form, random selection agreement, letter on student rights and auditor fee from private schools in order to be eligible to participate in the program in the 2016-17 school year.
- The summer school questionnaire is due at DPI, **IF** your school is interested in offering a summer school program during the summer of 2016.
- Deadline for **new** 2016-17 schools to submit their 2016-17 Hours of Instruction Report.

January 15, 2016

- Deadline for all schools that are fully accredited to provide the department with evidence demonstrating that the school remains accredited for the current school year. This evidence should be a letter from the accrediting agency stating that the school is accredited for the current school year.

February 1, 2016

- Deadline for private schools to submit the completed 2nd Friday in January 2015-16 enrollment report using the on-line application system.
- Deadline for private schools participating in MPCP or RPCP to mark in OAS choice students that remained on the school's waiting list on the 2nd Friday in January count date.
- WPCP Open Application Period begins (*Ends on April 20*)

February 15, 2016

- All schools with a surety bond must provide a budget and cash flow report and updated turnaround plan by this date to DPI.

Week of February 22, 2016

- DPI sends out the February state aid payments to eligible schools by direct deposit based on each school's 2nd Friday in January membership report, corresponding class list and eligible applications on file at DPI.

March 1, 2016

- **New** 2016-17 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit a copy of their validated application for the school's certificate of occupancy.
- If applicable, **new** 2016-17 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit a copy of their validated application to the Board of Zoning Appeals.
- ACT administration for 11th grade Students. (*March 15, 2016 makeup date*)

March 2, 2016

- ACT WorkKeys administration for 11th grade Students. (*March 16, 2016 makeup date*)

March 28-May 20: FORWARD Exam Window

Choice schools are required to administer the following standardized tests:

Wisconsin Forward Exam for English, Language Arts and Mathematics assessments in the spring of 2016 for grades 3-8.

Wisconsin Forward Exam for Science in the spring of 2016 for grades 4 and 8.

Wisconsin Forward Exam for Social Studies in the spring of 2016 for grades 4, 8 and 10.

See the Choice testing webpage at <http://dpi.wi.gov/assessment/parental-choice-program> for more information.

April 20, 2016

- WPCP Open Application Period ends. (*began on February 1*)

April 25-May 27 ACT ASPIRE Window

Choice schools are required to administer the ACT Aspire™ in spring of 2016 for 9th and 10th grade. See the Choice testing webpage at <http://dpi.wi.gov/assessment/parental-choice-program> for more information.

May 1, 2016

- Deadline for WPCP schools to complete all verifications of student applications for the 2016-17 school year via OAS.
- Continuing schools must submit their hours of instruction for the 2016-17 school year, if not already submitted.
- The January Enrollment Audits for RPCP and WPCP schools are now due to DPI by May 1, instead of September 1.
- Deadline for all **new** 2016-17 schools to:
 - Submit the budget and cash flow report; and
 - Participate in DPI approved fiscal management training.
- Deadline for **new** 2016-17 schools located in the city of Milwaukee, not offering summer school, to:
 - Submit the notarized initial assurances form; and
 - Submit a copy of their validated application for the school's certificate of occupancy; and
 - Submit a copy of their validated application to Board of Zoning Appeals, if applicable.
- Deadline for **new** 2016-17 schools offering summer school instruction to:
 - Submit a copy of the school's certificate of insurance or other evidence of having obtained the minimum insurance coverage as required under program rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and
 - Obtain a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees; and
 - **MPCP and RPCP only:** Submit to the DPI a current certificate of occupancy that certifies the building and facilities meet all school codes.

May 16, 2016

- Due date for schools offering summer school instruction to submit a list and description of the school's summer school instruction for required review by DPI.
- Deadline for schools to submit a **revised** Hours of Instruction report for the 2015-16 school year if there were unplanned schedule changes, such as "snow days." Schools must add additional hours or days if necessary to meet the minimum hours of instruction before the end of the 2015-16 school year. Schools may not shorten the school year.

May 19: WISEdata

Choice schools will report attendance, graduation and demographic data for choice students by May 19, 2016, which, along with student-level assessment data, will be used to create the annual school report cards mandated by the state legislature. Schools with student information system (SIS) vendors that are certified Wisconsin Ed-Fi compliant and that have completed a school pilot will report the data via their SIS. Remaining schools will use the DPI alternative reporting mechanism (ARM) for the 2015-16 school year only. Schools may email DPI's IT Customer Service at [DPICustomer Services](mailto:DPICustomerServices@dpi.wi.gov) with questions. Schools can find information about the data elements being reported in the "Choice School Data Elements" document located at this link <http://dpi.wi.gov/wisedata/schools> and can email dpistats@dpi.wi.gov with questions.

By May 31, 2016

- DPI processes the May state aid payments to eligible schools based on each school's 2nd Friday in January membership report. Exact date of direct deposit yet to be determined.

June 30, 2016

- Schools must submit a report to DPI by this date that provides evidence that the school has met at least one of the four standards in the 2015-16 school year for continuing eligibility for the program in 2016-17.
- This date also marks the end of the 2015-16 fiscal year for purposes of the 2015-16 financial report that is due to DPI by October 15, 2016.